III Standard Reports

CALSTARS STANDARD REPORT DESCRIPTIONS

This chapter provides information on each requestable report available and assists with the proper report selection, options coding and use. The CALSTARS Report Request Table Reference Card (Ref Card) summarizes much of the information in this chapter. It is available through Command **G.3** or may be accessed on the Internet at www.dof.ca.gov/html/calstars/Training/Training_Aids/training_aids.htm.

The standard reports listed in Chapter III are organized into *sections* by the first letter corresponding to the Report File. The reports are then assigned a 2-digit Report Number for each file. For example, the letter **D** identifies all **Document File** reports and the **D16** is the Document Report for SCO Reconciliation.

The file identifiers are used to separate the reports into the sections listed below:

A-Allotment	**L**-Labor
B-Appropriation	**N**-Budget File
C-Cash Control	**P**-Reportable Payments
D-Document	**Q**-Operating File
E-Executive	**R**-PCA Table
F-Grant Project	**S**-Subsidiary
G-General Ledger	**U**-Vendor Payment
H-History	**X**-Vendor Edit Table
I-Index Code Table	**Y**-Year-end Adjustment
K-Check	

Each report has a sample and is shown under an *Exhibit Number* that is the 3-digit Report ID; e.g., EXHIBIT III-D01, EXHIBIT III-HB4 or EXHIBIT III-Q16. This ID appears at the top of each page. Each section has page numbers in the following format: III-*n*-1, where *n* is the letter that identifies the file used for the report. The sections for each file are presented in alphabetical sequence by the first letter of the Report ID.

REPORT DESCRIPTION FORMAT

The format used for describing each report includes the following:

REPORT NAME - Title that appears in the report heading.

REPORT NO. - Report ID in the upper left corner of the report heading.

PURPOSE - Describes the general content and intended purpose of the report.